

Gender Specific Program Handbook

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MISSION STATEMENT

The Belmont Harrison Juvenile District is committed to providing quality services to the juvenile female population. Recognizing the unique developments of the adolescent girl, our approach focuses on the principals of gender specific programming. While each girl is held accountable for her actions, she is also empowered to recognize her self-worth and her ability to contribute to her community.

Welcome to the Belmont Harrison Juvenile District - Gender Specific Program...

If you are like most girls, you probably aren't thrilled about being placed in the GSP. That certainly makes sense. Most kids would much rather be at home with their family, so already, you have something in common with the other kids at the GSP.

Girls generally come to the GSP because of family reasons or because of involvement in the courts, sometimes both. The goal of the GSP is to get you back home, if at all possible, as soon as possible. However, the reality is that you and your family have issues to work on and that's why you have been placed here. The length of time you stay at the GSP will depend on how hard you and your family work on the issues that landed you here. We actually think you are fortunate to have the opportunity to be placed at the GSP, and not locked in detention, to work on some of the behaviors that have gotten you in trouble in the past. When you leave, we want you to be successful - which means staying out of trouble and getting along with your family as well as having the ability to care for yourself.

Our job is to teach and guide you to make better decisions. However, we can do only so much to guide you. Your success at the GSP is directly related to the amount of effort you put into the program. While in the program, responsible behavior is expected. We want your experience to be both positive and productive. We do believe that if you are committed to making changes, your time at the here will be a major personal growth experience.

This handbook is designed to help you understand what is expected of you during your stay and what you can expect from the program. It contains the basic rules and guidelines of the program, as well as an explanation of the program itself. Staff are here to help you and answer any questions you may have, but it will be your responsibility to learn the rules of the program and to apply yourself in reaching the levels and earning 90 days.

Alexander Graham Bell said "When one door closes, another opens, but we often look so long and regretfully upon the closed door, we do not see the ones which open for us". Think of your placement in the GSP as an open door, and you are the key to your future. Don't look too long and regretfully at leaving your home or you will miss the opportunity you have been given to learn and grow.

We encourage you to look through the open door.....



The Gender Specific Program is a division of Belmont – Harrison Juvenile District located in St. Clairsville, Ohio. The GSP is a Children's Residential Center housing female youth who are in the temporary custody of the juvenile justice system and/or Children Services. We currently provide services to the following counties: Belmont, Harrison, Jefferson, Licking, Monroe, Muskingum and Noble but are open to referrals from other counties in Ohio. We are a Title IV–E eligible, non-secure, community-based facility that focuses on the unique issues facing the female adolescent population.

Our goal is to provide girls with a safe, supportive environment giving them the skills and opportunity to foster personal growth and accountability in an attempt to avoid returning to the justice system, not only as a youth but as an adult as well.

We recognize the unique development of girls in comparison with boys. Girls tend to thrive when building relationships with positive role models who teach and support them. While each girl is held accountable for her actions, she is also empowered to recognize her self-worth and her ability to contribute to her community.

The length of time a resident is at the GSP can vary with the individual needs of the child. Girls are required to complete their goals outlined in their individual service plan before returning home. In some instances a youth will be placed with the intent to remain at the GSP until their 18th birthday. When this is the case, the youth is required to complete their goals outlined in their individual service plan before being considered "graduate" status, thus amendments shall be made to the initial service plan to include new goals, such as encouraged to gain employment and attend public school and continue progress in their independent living skills.

One of the behavioral management techniques, as incorporated in the child's service plan is our level system. The level system was developed as a means by which residents may earn privileges by acting responsibly and working toward making positive changes in behavior. When a resident arrives, she will be presented with various degrees of freedom, as well as responsibilities and expectations, which will increase as she progresses through the level system. The rate by which a resident moves up the level system depends on her mind-set and actions. As the resident progresses, she proves she is capable of dealing with these responsibilities and expectations placed upon her and is working through the level system and on maintaining the Service Plan goals which leads completion of the program. The level system is outlined as follows:

The level system is gauged on a 90 day behavioral management program, level one consists of 10 days, level two, 20 days, level three 25 days, level four 35 days. The placing agency, guardian, case worker, guardian ad litem, and any other applicable people involved in your case shall receive a handbook, so they can better understand the process of learning the residents will be achieving.

LEVEL SYSTEM

The level system is based on four levels with privileges, restrictions, behavioral expectations and tasks to be completed to progress to the next level. The scale used to measure the completion of the level system is based on 90 days. Each level has a maximum number of days assigned to complete (Level 1 = maximum of 10 days (1-10), Level 2 = maximum of 20 days (11-30), Level 3 = maximum of 25 days (31-55), Level 4 = maximum of 35 days (56-90). Failure to meet the expectations and task completion as listed will prevent progression to the next level until they are completed.

Level One – Cooperative Level (Day 1 thru 10)

Restrictions

- No makeup or jewelry when in the building. (They may be worn when going into the community.)
- No off grounds community earned activities
- District Clothes when in the building.
- 30 minutes of phone time each week to family only
- 3 envelopes and stamps provided per week for letters to family only
- Limited free time privileges: able to write letters, work on the computer, play board games, puzzles or read. No TV or music is permitted at this level or below. Other requests as approved by the staff
- Bedtime is 8:30 pm

Privileges

- May spend have quiet time and may sleep at quiet time if caught up on all assignments including written consequences
- Privileges based on trust level, parents, and placing agencies request

Behavioral Expectations

- Attend and participate in all educational, counseling and programming requirements
- Maintain cleanliness and order in your room
- Learn the rules and adjust to the structure of the program
- Interact with peers positively and behave appropriately when in public.

Task Completion to Progress to the next level

- Gain an understanding of goals group
- Complete 500 word autobiography
- Assist in the development of individualized service plan and begin working toward the goals and objectives
- Pass rules test
- Meet with a member of the team to discuss progress, goals, learning experiences and expectations for the next level

Level Two – Basic and Independent Living Skills level (Days 11 thru 30)

Restrictions

- 35 minutes of phone time each week to family
- 3 envelopes and stamps provided per week for letters to family only unless prior authorization is given
- Limited free time privileges: able to write letters, work on the computer, play board games, puzzles or read during free time
- No TV or music is permitted at this level or below. Other requests as approved by the staff
- Bedtime 9:00 pm

Additional Privileges

- Eligible for activity on day 21 if earning a grade of an "A" or "B" on goals
- Unsupervised time and other privileges as outlined in the service plan
- May have quiet time and may sleep at quiet time if caught up on all assignments including written consequences.

Additional Behavioral Expectations

- Learn to properly do chores and laundry.
- Learn to manage time and to do lists.
- Being open and honest in family and individual counseling and with staff giving honest viable feedback.
- Work toward achieving Service Plan goals and objectives

Task Completion to Progress to the next level

- Pass cleaning and laundry test.
- Pass Food handling test.
- Prepare a meal for the group with staff supervision
- Meet with a member of the team to discuss progress, goals, learning experiences and expectations for the next level

Level Three – Honesty Level (Days 31 thru 55)

Restrictions

- 40 minutes of phone time each week to family.
- 4 envelopes and stamps provided per week.
- Bedtime 9:30 pm

Additional Privileges

- Unsupervised time in the building as documented in your service plan
- Vending machine privileges
- May call friends who are approved by the placing agency, parent, guardian or custodian, and the GSP program administrator as documented in the service plan
- May watch TV or listen to music at free time
- May wear body piercing(s)
- Around day 29 she may be eligible for an 8 hour visit off grounds

Additional Behavioral Expectations

- Be honest with yourself and your family
- Following home visit rules
- Working daily on individual goals set in goals group

Task Completion to Progress to the next level

- Complete a presentation for peers and staff with a topic centered on negative choices you have made that have led to placement.
- Prepare and lead a portion of programming related to their history, along with the things they have learned, what they still need to improve and goals they will continue to work on
- Complete personal safety programming (self-defense, internet safety, first aid) along with any subjects relative to their individual history that is assigned by the LPCC.
- Meet with a member of the team to discuss progress, goals, learning experiences and expectations for the next level

Level Four – Personal Growth and accountability (Days 56 thru 90)

Restrictions

- 45 minutes of phone time each week to family and approved friends.
- 5 stamps and letter provided per week.
- Bedtime 9:30 pm

Additional Privileges

- Unsupervised time in the building and on home visits as documented on your service plan
- Using the Wii system during free time.
- May use the computer at FT for specific tasks such as downloading music
- Possible overnight and weekend visits as documented in the service plan

Additional Behavioral Expectations

- Display role model behavior – help and guide peers in positive directions.

- Achievement of Service Plan goals and objectives
- Task Completion to Progress to the next level
- Complete Career Search Project or research colleges, financial aid or additional employment options
 - Mastering individual goals set in goals group by receiving an A on goals
 - Plan and facilitate an entire evening of programming with staff assistance and supervision

INDIVIDUALIZED SERVICE PLAN & REVIEWS

Within 30 days after her admission, an individualized service plan will be developed using the information obtained during the referral and intake processes, from family and child, the placing agency and any other professionals involved in the case, staff working with the child and from the medical screening. The ISP will be approved by our counselor or other approved personnel. The ISP outlines goals and objectives while in placement, description of educational, counseling, recreational, vocational, and medical activities or services, specialized services that will be provided, as well as other specific requirements for each child. Both the practitioner of behavioral science and the medical professional will assess each child and document any contraindications. Every 90 days a review will be completed from the date of the approval of the ISP and will contain the above information in addition to a description of why the child should remain in placement as well as their behavior and progress. Monthly progress reports will be developed by a staff member. All of the previously mentioned documents will be sent to the placing agency, guardian, and custodian. The service plan will be reviewed every 90 days and will be updated to reflect progress toward achieving her goals and objectives.

MEDICAL PROCEDURES

In case of medical emergency, youth will be transported to Urgent Care or the emergency room. Residents will not be required to receive non-emergency medical treatment if it conflicts with the religious tenants, practices or beliefs without written consent of the parent, custodian or guardian. Custodians and Parents shall be notified in a timely manner regarding any and all health care (emergency and non-emergency) provided to the youth while in placement.

Medical Screenings: Will occur within 5 business days after the date of placement, unless medical care is needed sooner. This screening is done to prevent possible transmission of common childhood communicable diseases and to identify any symptoms of illness, injury or maltreatment. A licensed physician, advanced practice nurse, registered nurse, licensed practical nurse or a physician's assistant shall conduct this screening. The information gathered will be passed on to the licensed professional performing the following comprehensive health care as indicated below.

Physical Examination: No later than 60 days after placement at the GSP the child shall a physical exam completed by a licensed physician, that will include a vision and hearing screening. Children remaining in care for more than a year shall receive an annual physical exam that no more than one year and 30 days after the date of the previous physical.

Comprehensive Health Care : Whenever a condition is noted in the medical screening or comprehensive physical exam that requires further assessments or examinations, these appointments will be arranged and secured with the appropriate professional. Assessments include but not limited to vision, dental, hearing and psychological examinations. Comprehensive health care is not required if the child's placement is less than sixty days. * If the comprehensive health care does not require immediate need for dental care, an exam will be secured no later than 180 days from the first day of placement. Annual examinations will occur no later than 30 days from the anniversary date of the last dental exam while in placement.

Psychological Examination: If an examination has not been conducted within the previous twelve months before placement then or if documentation of the exam cannot be obtained then children who are adjudicated delinquent shall have an examination to detect mental and emotional disorders.

GSP will arrange all transportation for medical appointments that are scheduled by us. Parents or placing agencies that wish for their children to be seen by a particular service provider, particularly those out of the local area, may be asked to assist with the transportation.

MEDICATION DISTRIBUTION

Parents, legal guardians, custodial agencies or placing agencies are responsible for providing a youth's prescription medication to the staff upon admission to the GSP. Staff may need to coordinate with these parties when refills are needed. Residents are encouraged to become familiar with their medication while at the GSP and take an active role in their medication needs. We do not allow over the counter medication to be brought in to be dispensed. The only exception is a multi-vitamin and the seal must not be broken. Parents or guardians are responsible for ensuring that their children receive their medication on home visits.

Upon intake all current medications are recorded and confirmed with the pharmacy that filled the medication. All medication is dispensed as prescribed. No medication shall be altered, suspended or began by any staff member without documentation from the physician regardless of how the medication was being dispensed prior to placement.

When it is time for a medication to be dispensed then staff will request all youth present to remain silent. The youth who is prescribed the medication will be required to have a glass of water to consume the medication, unless otherwise directed by the instructions on the medication. After taking the medication the youth will be asked to show the staff that they have swallowed it and the water cup will be checked to ensure it was not deposited into the cup.

Any pill that has been dropped or broken will be placed in an envelope and labeled with the child's name, the medication and dosage and the date. It will then be recorded and properly disposed of. The same process shall occur when a child is no longer taking the medication.

ROLE AND RESPONSIBILITY OF THE FAMILY

In order for the family to better understand the program and your role and responsibility your child's care, staff will ensure a handbook is given to the family on the initial visit between you and your child. The family unit plays a crucial role in your daughter's treatment. Although she is the one in treatment, without the whole family making changes as well, she will not be able to uphold those changes for long. We ask that the family communicates via telephone and through in house visitations, as well as communicate with staff members any concerns you may have. Please call as often as you like to check on your daughter's progress or well-being. It is our expectation that the family will participate in the program openly and honestly, especially in regard to family counseling, home visitation and assisting in holding her accountable for poor decisions. Getting in the required amount of counseling and home visits is very important and failure to do so may prolong your daughters stay at the request of the placing agency. You are welcome to attend any medical appointments that we have scheduled and would appreciate your cooperation in obtaining any prescribed medications. It is important to understand that no matter how many changes your daughter makes within herself that without the encouragement, support and accountability from the family those changes will not be sustainable upon her release.

CONFIDENTIALITY

Confidentiality is always stressed at the GSP in an effort to protect each resident. This means not talking or writing about other residents, group discussions, consequences, or any specific situations outside the GSP. It is okay to discuss things about yourself with family and friends outside the GSP but not anything that involves other residents. Please give the other residents and their families the same respect that you are given and deserve.

COUNSELING

The GSP counselor will conduct weekly individual counseling sessions with each resident, as well as a group session with all residents when they are needed. Family counseling is also a key component of our program. Service Plans are revised as needed, and some goals can be evaluated daily. The Gender Specific Program strongly focuses on counseling sessions with the girls and their families. Counseling is provided on site, with every attempt to meet a variety of the family's scheduling needs. It is the responsibility of the parent to contact the counselor in order to initiate sessions and provide their schedule. You may reach her at the GSP during business hours. If she is unavailable please leave a message so that she can return your call. Each resident's needs are assessed by GSP and the placing agency in order to decide how many sessions are required. Below are the general guidelines but they do not apply to every family, as each family is unique:

- Within the first 30 days of the placement, at least 3 family counseling sessions should be established. Generally two sessions before the first 8-hour visit and one following.
- Within the next 30 days, at least two more family sessions should be established.
- Three more sessions must take place within the last 30 days of placement. Two for normal transition and the last being the final meeting prior to your daughter's release from the program. The last meeting may include various team members including juvenile court, children services, the program administrator, supervisor, counselor, or teacher. This will distinguish areas to continue to work on and the areas that have been improved during your child's time with our program, and to support the transition to home and school. It will also assist in identifying strengths and areas which may require follow up counseling, as well as continuation of psychiatric care, and any aftercare.

When needed, residents will see a Psychiatrist from an agency within the community. If a child already has a therapist or Psychiatrist and wishes to continue with him or her, we will, to the best of our ability, accommodate the appointments in coordination with the custodial agency and parent.

SCHOOL

Our educational environment is located on grounds and consists of a very structured setting made available from a state certified teacher. It is operated through St. Clairsville Public Schools and we operate according to their schedule except during the summer months. We work in collaboration with the child's home school in order to meet their requirements for a smooth transition back into the home school environment as documented in the ISP and designated by the custody agency case plan.

The subjects are the same as a public school environment, along with emphasis on social skills and life skills training. Social skills are promoted by assigning group projects, attending educational tours and having guest speakers. Life skills are developed through budgeting checkbooks, preparing lunch and sewing projects. Youth will be assisted with GED preparation or online learning centers when applicable. Coursework is modified to meet requirements of IEP's-

A proper education is essential for our personal growth and school attendance is extremely important. It is the expectation of the GSP that residents will not miss school for reasons other than medical appointments and emergencies, and family or individual counseling. Any youth who will be preparing for the GED test will be required to participate in school while in the program. Youth who are enrolled in a virtual learning program will complete lessons during school hours.

COMMUNICATION GUIDELINES

It is a violation of confidentiality if you provide any confidential information in your letters, phone calls or visits. Confidential information includes but is not limited to: another residents name, their personal information, consequences, or charges. The confidentiality of the GSP residents is to be respected at all times. Violating that confidentiality or creating false or misleading information will not be tolerated. If you would like someone added to your child's contact approval list, please speak with the Program Administrator or Supervisor who will then contact the custodial and placing agencies to inquire about approval.

PHONE CALLS

There are designated times to use the phone, and the times may change to accommodate the GSP schedule and resident needs. The GSP allows each resident access to the phone 3 days each week, at least 10 minutes per child. Should a parent or guardian be unable to meet this schedule or if the custodial or placing agencies have instructed otherwise, special accommodations shall be made. Staff has the discretion to terminate the phone call if it is determined that the conversation from either party is inappropriate. The GSP is also a professional environment; therefore, the phone use needs to be in a respectful manner. Only the Youth Advocates are allowed to answer the telephone. Residents are only allowed to call those people authorized by the custodial or placing agency and all phone calls must be authorized by the staff person on duty. Phone call times and frequencies are as follows:

- Incoming calls to residents will not be accepted.

- Phone calls will typically be made between 3:00 and 4:30 pm unless otherwise arranged with the Supervisor or Program Administrator.
- Level 3 & 4 may have 15 minute calls. At times this will not be able to be accommodated, therefore is at the discretion of the staff on duty.
- Once earning level 3, she may call friends who are approved by her parents, the placing agency, and the GSP administrator in accordance with the youth's service plan.
- A resident has the right to refuse phone calls and staff may terminate calls for inappropriate content, behavior or to meet scheduling needs.
- Residents will have access to professionals involved in their lives. If a child makes a request to contact attorneys, probations officers, and caseworkers, the child will not be denied and the call will be placed no later than 24 hours following the request. Staff will contact the person requested and arrange a time for the two to speak. Incoming calls from the people listed above will also not be denied. Privacy will be accommodated.
- No cell phone use by a resident or visitor is permitted. Only employees and professionals may bring their cell phone into the building.

MAIL

****no mail may be brought in by visitors. Mail may not be sent out by visitors or other residents, it must go through staff.***

The GSP shall allow a resident to send and receive mail subject to the rules regarding contraband and rules and directives from the child's legal custodian when such rules do not conflict with federal postal regulations. All mail will be delivered to the resident, and opened in staff sight to ensure the letter is free of contraband.

Upon intake, a list of no contact orders from juvenile court or children services involving a particular resident is requested and adhered to and all no contact orders are listed on the child's service plan. Should a letter contain contraband, or written from a person who is on a no contact order, the letter will be confiscated and the custodian will be notified. Should a child wish to send a letter, the child will be provided paper, writing utensil, stamp, and envelope upon request. Once the child is finished with the letter, it will be checked to ensure it is addressed to a person the child is permitted to have contact with according to the child's legal custodian and to ensure the letter is without contraband however, the letter will not be read. The letter will be placed in the envelope by the child, with in staff sight, sealed and addressed. The staff will initial the back of the envelope to ensure it is appropriate to mail, and it will be placed in the staff office for the following day shift staff to send.

INTERNET

The residents at the GSP are not permitted use of the internet without proper supervision and search content must be school or programming related. They are not permitted to check email accounts without the direct supervision of a Supervisor. They may not use instant messaging or social media under any circumstance. Should a child require participation in a virtual learning program, in addition to usage limited to classroom hours, the teacher will monitor the usage as well as check the internet history stored on the computer.

VISITATION

ON SITE VISITATION

Family contacts and visiting are encouraged. The GSP shall ensure arrangement for visitation and communication between the child and family or friends are not in conflict with the child's case plan and that such arrangements are documented in the child's service plan, which includes mail, visits, and telephone. Case plans requiring special visitation circumstances will be adhered to and documented. Only those visitors pre-approved will be permitted to visit. Children have the right to refuse or terminate a visit. We ask that all visitors conduct themselves in an adult manner. It is expected that visitors treat our staff respectfully. Visitors who smell of alcohol or cause staff to believe other drugs have been consumed, will be refused visitation privileges and asked to leave the premises. Any behavior that may jeopardize the safety of the residents will not be tolerated. Staff has the discretion to terminate the visit if it is determined that either party is acting in an inappropriate manner. Residents also have the right to terminate the visit if they feel uncomfortable for any reason. Should a visitor be unable to meet this schedule, special accommodations shall be made.

Visitation days and times are as follows:

Wednesdays	5:30 pm – 7:30 pm
Saturdays	6 pm – 7:30 pm

Sundays

1 pm – 4 pm & 6 pm – 7:30 pm

- Visits **MUST** be scheduled in advance. Only parents and legal guardians are permitted to visit. Exceptions may only be made by the Administrator or placing agency. No more than 3 approved visitors are permitted at once.
- Again, No unscheduled visits will be permitted. No exceptions
- Visits are held in the living room, dining room, and classroom. Visits in bedrooms and hallways are not permitted.
- Visitors are not to leave minor children unattended in their vehicle or on the property during visitation times.
- Food and beverages are not permitted. In addition to water from the kitchen, there is a vending machine outside for your convenience. We ask that you do not bring food or beverages for your child unless given prior authorization and there is enough for all of the residents. Special allowances are typically made on major holidays.
- No personal items may be brought into the building and are to be left in your vehicle. This includes purses, wallets, cell phones, medication, cigarettes etc... The only item you are to bring is your identification. Coats and sweatshirts must be hung on the rack provided. Keys and emergency medications are required to be held behind a locked door during your visit. Upon entering you will be asked to empty your pockets and you will be asked to take cell phones, wallets and other items not permitted in the building back to your car.

We ask that all visitors conduct themselves in an adult manner. It is expected that visitors treat the GSP staff respectfully, as they will also be treated. Visitors are also expected to abide by the following guidelines:

- Appropriate attire is required. Clothing articles required are shoes, pants, shirts, and undergarments. Clothing articles not permitted include: see-through clothing, mid drift tops, short skirts, dresses or shorts (above the middle of the thigh), tube tops, clothing with gang or club insignias or references to drugs or alcohol or obscene gestures, tight fitting clothing such as spandex or tights.
- Visitors whose behavior becomes disruptive or inappropriate may be asked to leave if deemed appropriate by the supervisor or staff on duty. Failure to follow this request may result in a police presence.
- Visitors who smell of alcohol or cause the staff to believe that alcohol or other drugs have been consumed, may will be refused visitation privileges and asked to leave the premises.
- **Should any visitor transport or attempt to transport contraband into the facility, criminal charges maybe filed. Contraband is any substance that would jeopardize the security of the facility or the safety of the children or staff.**

HOME VISITS

Home visits are determined by a number of factors and are not a guarantee. Some of those factors include: overall behavior, adequate supervision by the parent/guardian parent/child relationship, daily school reports, progress and participation in the GSP program, court orders and/or Children's Services case plans and others specific to your child. The occurrence and length of the home visits also depends on the level maintained by the resident and the parent's participation in the program. Parents or the placing agency are responsible for providing transportation to and from the home visits. Home visits do not occur until at least Lengths of home visits are as follows:

- Your visit must be scheduled ahead of time. If you fail to schedule the visit she will not be permitted to leave the building when you show up.
- All home visits are based on the girls' level and overall behavior, service plan, and are subject to approval by the Custodial agency. Home Visits take place only on weekends unless otherwise decided by GSP, custodial and placing agencies. Please contact the GSP no earlier than Thursdays after 3 pm, as visits are not decided until that day.

- The first 8 hour off grounds visit you must remain in Belmont County. Approval to leave the county for additional visits will be decided on a case by case basis.
- The Gender Specific Program will not provide transportation.
- Only the child's approved legal guardian is able to sign her out for visitation. Only approved visitors will be permitted to accompany you during visits.
- If you are required to complete the 90 day program then typically After at least three 8 hour visits her behavior will again be assessed and she may receive a 24 hour visit. Following a few overnight visits the possibility of weekend visits will be considered. The progression of visitation time must be approved through the custodial and placing agencies.

REGULATIONS FOR RESIDENTS

All personal items must be documented upon intake or when brought into the building. All items are checked for contraband. Each resident is responsible for caring for their personal items **and** should be put away after their use. To avoid conflicts between residents, borrowing and lending is not permitted. Items not permitted at the GSP include: cellular phones, pets, TV's, dvd players, gaming systems, razor blades, candles, pen knives, and lighters and any other items that may be considered a weapon or a safety risk The GSP will not be liable for any loss or damage to personal items. For that reason, it is recommended that residents do not bring expensive or irreplaceable articles to the GSP. Items that staff deem potentially dangerous and require close monitoring (such as metal fingernail files, scissors, aerosol cans, and nail polish) must be kept by staff until needed and returned immediately after.

Residents are permitted to have personal cd players and mp3 players as long as they have been accounted for on a specific form. CD's with a parental advisory label, obscene language, lyrics that promote drugs, gangs, violence, and disrespect of others will not be permitted. All music and movies must be approved by staff. Movies may be brought from home for use at free time but cannot be rated R or above. Cameras are permitted but are monitored and must be locked up when not in use. All pictures taken of other residents and on district property are subject to approval. By bringing in a camera you are accepting the following terms: all digital pictures will be checked before and after usage for inappropriate content and must be deleted as determined by staff. Before using the camera staff will remind your peers that the pictures will leave the building and we cannot ensure their privacy. With non digital camera's, pictures must be printed while on activity so that staff can assure there is not inappropriate content and peer's privacy. By choosing to bring in a camera you acknowledge that both old and current photos may be deleted by staff if deemed inappropriate. Staff is not permitted to take pictures of the youth for their personal photo albums. If any such pictures are taken, the child, and or parent, legal guardian will sign a photo release.

MONEY

Should money be given to the resident from their family or friends, that amount sent must be recorded in the child's records. Residents are not allowed more than \$40 total and may not have more than \$2.00 on them at any one time without permission. Please do not send the resident's a personal check, as we cannot get it cashed if she does not have an ID. Gambling, betting or bribing is not permitted in any manner. Should a youth obtain employment at least 50% of their pay must be saved to be given to them upon release from the program. The youth may open a bank account and be responsible for maintaining it or management may save the money for them behind a locked door and record the deposits and withdraws made by the youth. All money is the property of the child and will be returned to the child upon discharge

DRESS CODE

We believe that establishing a dress code is important. We make every attempt to be culturally sensitive and respect individual interests, however, we need to remember that we are members of the community and need to look respectable. Although we agree that "you shouldn't judge a book by its cover", the reality is that some people treat us by the image that we project. As members of the community, and specifically as residents of this GSP, we need to pay attention to how we look. Keeping this in mind, all clothing is subject to the approval of the staff on duty.

- Staff discretion is final in regard to the appropriateness of your clothing.
- All clothing must be clean and without noticeable rips or tears unless designed that way and in acceptable places by management.
- Only long shorts are acceptable. They must at least hit where your fingers meet your palm.
- Leggings are not to be worn without shorts or skirt over top of them. Material that is thinner than yoga pants are unacceptable.
- No see-through, skin tight or revealing shirts are permitted. They may only be worn when put overtop of an appropriate shirt.
- Logos on the rear-end or chest are discouraged. Particularly sexually suggestive words or phrases.
- Shirts must meet the waistline of pants or longer and the neckline must cover cleavage.

- Pants must fit properly (excessively tight or baggy) and may not be folded down at the waist.
- Bathing suits must be approved by a supervisor.
- No apparel is to be worn with emblems of drugs, alcohol, indecent or objectionable lettering, glorifying violence, sex, drugs, hate groups, the occult, or gangs. This includes sexually suggestive messages and Playboy logos. Shorts must be worn with any nightshirt that comes above the knee, including while sleeping. Boxer shorts are considered underwear and should not be exposed. "Sagging" is not permitted, clothes must fit properly, underwear and bras are not be exposed.
- Bras and underwear must be worn and not seen and a bra must be worn at all times except while sleeping.
- Borrowing, lending or trading is not permitted. Both parties involved will be held accountable. The only exception shall be made by the Supervisor or the Administrator for special occasions such as court appearances.
- Clothing must be changed daily and washed after wearing.
- You may not wear pajama's during the day.
- You must wear socks, shoes or slippers when leaving your room.
- No bandanas or hat are to be worn in the building. The only exception is to protect your hair while you are sleeping. No bandanas or chains are permitted to be worn in public.
- No gang or occult related clothing is permitted; including, but not limited to, bandanas, one rolled up pant leg, displaying gang or occult colors or symbols or anything that the staff believe may be gang or occult related.
- Only tattoos and piercing that were present before admission are acceptable. No new tattoos or body piercing is allowed while in the GSP or on home visits. Tattoos that were already in place before coming to the GSP may need to be covered if they are deemed inappropriate. Earrings are the only acceptable body piercing that can be displayed before reaching level 3. After that it is managements' discretion concerning the number of piercing permitted and where they are located.

CONTRABAND

Any use or possession of drugs, drug paraphernalia, alcohol, or tobacco products is prohibited. The youth has the right to, at the greatest extent possible, be present while their personal belongings are searched. Having or using contraband substances is a serious rule violation and will be held accountable accordingly and may result in criminal charges. Strip searches are not completed by the GSP staff. Safety searches are completed, consisting of turning out pockets, shaking shoes, hair and bra, and the youth will run their hands along their waistband. At no time will staff touch a resident during a safety searches or will you be required to expose any skin. A list of items that are considered contraband; and therefore are not permitted in the GSP include, but is not limited to the following: guns, lighters, matches, cigarettes, tobacco products, pornographic materials, occult books, model glue, whiteout, permanent markers, gang related items, mace, razor blades, weapons, knives, drugs, alcohol and any other items that staff may consider to compromise the safety or best interest of the residents.

There is to be no smoking and/or use of tobacco products in the GSP at any time. This includes in the building, outside of the building, or during any outside activity. Smoking inside the GSP, creates an unsafe situation for all the residents and will be dealt with accordingly. The GSP staff will not use alcohol, drugs, or tobacco products to influence or control the behavior of a youth placed at the GSP. Tobacco will not be used by staff in the building, vehicle or around the residents.

As part of the program residents may be subjected to drug testing by the custodial or placing agency. Should there be any suspicion that you are under the influence of any illegal substance your custodian shall be contacted and you may be required to have a screening done at a local hospital to ensure your safety and that of those around you. If a resident refuses to submit the required sample, it may be treated as a positive test.

ROOMS

Residents are not permitted in another's room without permission. Residents are not allowed to switch beds, rooms, or move furniture without permission. Each person in the room will have a bed, dresser, hamper, desk of their own, a place to hang clothing, an alarm clock and a cork board. It is the individual's responsibility to keep their rooms neat and clean. Bedrooms will be checked by staff every day. The guidelines for a clean and neat room are:

- Beds made properly, sheets tucked in, bedspread laid out neatly, nothing else on the bed.
- Clean clothes hung up in closet or folded neatly in drawers. Shoes lined up and not in pathways.
- Dresser tops neat and organized.
- Dirty clothes placed in laundry basket provided.
- No food or drinks permitted in bedrooms except water.
- Carpet vacuumed as directed by staff.

- Under the bed must be free of trash and clutter. Trash emptied daily.
- Do not tape or thumb tack items to your walls. Use your cork boards OR use material used for hanging – you may get some from staff.
- Sheets and pillow cases must be laundered weekly.

MEALS

We offer three meals a day and two snacks. You may not skip more than one meal per day. Pop and kool-aid are permitted only during meals and the choice of milk or water is given with both snacks. Residents help prepare lunch and dinner in order to learn basic living skills. All residents must wash and dry their own dishes. During meals, residents must display appropriate social skills; such as, asking someone to pass something out of reach, talking in a low or normal voice, asking to be excused after eating, not leaning back on chairs, not burping or belching, and anything else deemed inappropriate by the staff on duty. Food will never be withheld as a consequence. Should a resident choose not to eat the meal served they may have leftovers or a peanut butter and jelly sandwich. There will be a designated snack after school each day and before bedtime each evening. Residents will all receive the same snack, unless the resident prefers fresh fruit.

BASIC IN HOUSE RULES

- Do not touch other's personal items without permission.
- Do not enter a peer's room without permission.
- Do not leave the building without permission even when related to chores.
- Do not enter into any office without permission. The same rule applies to the teacher's desk.
- Do not act out in public or in the presence of a guest (this includes but is not limited to – disrespect, yelling, arguing, cursing, interrupting and sleeping).
- Only non alcohol mouthwash is permitted to be brought in and it must be unopened.
- You are not permitted to hang out in your room at free time unless otherwise documented in your individualized service plan.
- If you ask one staff member a question and do not get the answer that you want, do not ask the other staff member the same question to try to get a different answer. This is called staff to staff manipulation and you will be held accountable.
- No wrestling or horse-playing at any time. No throwing or kicking balls or other objects in the house.
- No derogatory comments regarding a person's race, religion, gender, sexual orientation will not be tolerated. Residents are not allowed to say anything that attacks another person's character or family such as "dirt ball" "homo" or "skank". Glorification of the occult or of gang life is prohibited. This includes words like "pimpin" or "trippin"
- All program requirements must be finished before bedtime. You may not leave your room to finish any daily responsibilities or requirements they should be done within their given timeframes. (Examples include: laundry, snack, chores, turn in consequences)
- You may keep your lights on until 10:00 pm, noise after this time or being out of your bed is not permitted.
- Prior to ten, you may continue to work on things that can be accomplished in your room only. (Examples include: homework, consequences, letters, reading, talking quietly, etc.)
- Door must remain shut after your scheduled bedtime and at quiet time unless otherwise directed by staff.
- Music is permitted at bedtime. No headphones during sleeping hours due to safety concerns. If the roommates cannot compromise concerning the stations listened to, the station choice will rotate from girl to girl daily. No loud music. Volume level will be at the discretion of the staff on duty. If an argument arises between roommates regarding music, no music will be allowed for that night.

VEHICLE RULES

The vehicles are provided by the Juvenile District to allow the residents to take advantage of different opportunities in the community. Residents need to maintain appropriate behavior, especially when the vehicles are moving, so the staff member operating the vehicle can focus their attention to driving safely. Residents that create an unsafe driving situation will be consequenced accordingly. The following guidelines apply:

- Music and stations are operated at staff discretion.
- Seat belts **MUST** be worn and worn properly.
- Highest levels get choice of front seat unless otherwise assigned by staff.
- You may take personal CD players.
- No screaming out the windows. Spitting out the window or throwing objects out the window is not permitted.
- All body parts must remain in the vehicle.

- Eating and drinking is not permissible.
- Seating may be assigned in the van at the discretion of the staff.
- When vehicles are not in use, doors should be locked.
- Residents under the age of 12 must ride in the back seat.

PUBLIC BEHAVIOR

Appropriate behavior in public is of the utmost importance and misbehavior will not be tolerated.

- These rules should also be followed if a visitor is in the building.
- Everyone is expected to be polite and respectful to anyone entering the GSP; residents, visitors, probation officers, counselors, tutors, teachers - anyone and everyone. Residents are expected to introduce themselves to visitors using the proper social skills: standing up, shaking their hand, maintaining eye contact, and stating their first name.
- No fighting or arguing with other residents
- No loud, attention seeking behaviors
- Stay within staff sight.
- Use of manners and social skills is a must.
- Upon return from shopping, you will be required to do a safety search.
- Failure to follow these rules will result in your immediate return to the facility.

BATHROOMS

- Only one person permitted in the bathroom at a time.
- Do not leave the bathroom without being fully dressed.
- Proper disposal of feminine hygiene products is a must, do not flush them.
- You must follow the shower schedule unless given permission by staff and it does not interfere with a peers shower.
- You are permitted 15 minutes in the shower.
- Showers are typically scheduled based on levels. Highest levels get first choice of AM or PM and lowest levels go first.
- Do not leave your hygiene supplies in the shower or on the sink.
- Each person is permitted 2 towels per shower, 1 for hair and 1 for body. Place all towels in hamper when finished
- Razors are a safety risk and therefore provided by and monitored closely by the GSP and must be checked in and out with the staff.

BEHAVIOR MANAGEMENT

Part of life is getting consequences when we don't follow rules. There are rules anywhere you go, school, work, the movies, and also the GSP. It is an important part of life to learn to take responsibility for your behavior. We try really hard to reward you for the good choices that you make, but we wouldn't be doing our jobs if we overlooked your misbehavior and did not help to hold you accountable for the bad choices you make. Residents are rewarded in various ways for choosing appropriate behavior. Rewards include, but are not limited to the following:

- Verbal praise – recognition for a job well done.
- Communication with friends – communication with positive peers is permitted by phone and mail ~~with positive peers~~ upon earning level 3, with approval of the placing agency and custodian as documented in the ISP.
- Extra community outing – Activities in the community such as movie theaters, bowling, dining out, miniature golf, hockey game.
- Goal monies – A group is held weekly to review progress on the goals set during goals group. Upon grading goal achievement a percentage is reached and comparable to the school grading scale. For each letter grade a monetary value is assigned and the child receives an award noting the value the child may spend while shopping at Walmart or the

GSP “General Store”. Goal “money” is given in the form of a paper note or token that can be given to staff to “pay” for appropriate items of their choosing.

- Highest levels given first choices on shower time, seating in the vehicle and living room, running errands with staff and other privileges at staff discretion.
- Additional privileges or rewards will be earned in the form of tokens. These tokens will then be cashed in at the GSP “General Store”. The resident can earn these tokens throughout the day as recognition by staff for going above and beyond what is expected. There will be an opportunity, in conjunction with earning goals, for the resident to “purchase” items from the store based on how many tokens they save for an item. The items will have different “cost categories”, these items may include but are not limited to: chore passes, extended phone minutes, homework passes, programming passes, extended bed time pass, snack items, name brand shampoo & conditioner, body wash, Bath n’ Body works items, hair care items, music, trips with staff for ice cream or a movie.

Discipline is applied consistently and fairly to all youth by all staff members, and shall be humane and instructive regardless of the child’s sex, race, religion, or cultural heritage and is enforced starting from the least intrusive and least disruptive to the child. Disciplinary measures utilized by the Gender Specific Program as outlined below are implemented in order to provide the youth with a concrete and consistent understanding of behavioral expectations and consequences that follow when failing to comply with the expectations. This grid serves as a guide and is not all inclusive

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
PROGRAMMATIC RULES				
Not prepared for programming	Verbal redirection and no FT until complete.	500 word essay and no FT until complete.	1000 word essay and no FT until complete.	LOD and no FT until complete
Refusal to participate in evening programming	LOD	LOD	LOD	LOD
Violating quiet time, Free Time or Bedtime rules	Warning	250 word essay	500 word essay	1000 word essay
Failing to perform morning routine (ex. Waking on time, shower, cleaning room) - found in regulations for residents	Verbal redirection	250 word essay	500 word essay	1000 word essay
Refusing to properly complete basic living duties (ex. Household chores, laundry) -found in regulations for residents	Verbal redirection, modeling, and complete chore.	250 word essay modeling, and no FT until complete chore.	500 word essay modeling, and complete chore.	1000 word essay modeling, and complete chore.

Violation of Communication Guidelines (phones, internet, mail, email, chat, social networking etc.) found in communication guidelines	Management Decision	Management Decision	Management Decision	Management Decision
Violating Visitation Rules - found in communication guidelines	Management Decision	Management Decision	Management Decision	Management Decision
Leaving Staff's Sight in public - - found in regulations for residents	LOD	LOD	LOD	LOD
Poor Peer Interaction	Staff Decision	Staff Decision	Staff Decision	Management Decision
Failure to follow rules during medication distribution - found on pg. 6	250 word essay	500 word essay	1000 word essay	LOD
Failure to complete consequence on time and/or as directed	LOD and possible table restriction until completed	LOD and possible table restriction until completed	Management Decision	Management Decision
Defiance or Disrespect	Staff Decision	Staff Decision	Management Decision	Management Decision
Violation of any other rule under the Regulations for Residents section (pg 11-13)	Staff Decision	Staff Decision	Staff Decision	Staff Decision
Failure to comply with treatment / ISP	Team Decision			
HOUSE RULES (pg.13-14)				
Violation of House Rules	Staff Decision	Management Decision		
Violation of vehicle rules or public behavior expectations	Staff Decision	Management Decision		

LEVEL RELATED RULES (pg 3-5 of handbook)				
Failure to comply with Level 1 restrictions	Verbal redirection	1000 word essay	LOD	LOD of 2 days
Failure to comply with Level 2 restrictions	500 word essay required to remove it	1000 word essay required to remove it	LOD and restriction is extended by 3 days	LOD and jewelry restriction for 1 week
Failure to complete Level Task requirements	Level Freeze until completed			
Behavior not up to standards expected at your level	Group Decision			
SCHOOL RULES (pg 8 of handbook)				
Refusal to participate in educational environment	LOD, no QT and ST lasts until bedtime until work is made up	LOD and receive 0 as a grade for the assignments missed.	LOD and receive 0 as a grade for the assignments missed.	Management Decision
Poor Grade	Discussion and possible makeup assignment given by teacher	1 hr ST that day to take place at QT - topic will be related to the poor grade	5 days of 1 hr ST to take place at QT.	Team Decision
Failing Grade	Discussion and possible makeup assignment given by teacher	At QT will have 1 hr ST for the rest of the week - to start over on Mondays.	1 hr ST for 1 week to take place at QT	1 ½ hr of ST to take place at QT and finish at FT.
OTHER				
Criminal Behavior or Offense	Team Decision or Possible Alternate Placement			

*Although there are standard consequences as outlined above, it is impossible to include every possible scenario and there will be times that staff will use their discretion to apply consequences specific to individual situations. All staff shares the same authority to use their discretion to ensure compliance with the program and enforce the program rules. It is also important to understand that there is a difference in severity of rule infractions and therefore consequences cannot be compared, particularly when the behavior is relative to the service plan and history of the child. When a staff member is unsure of what action to take they will place you on a level freeze for management to review or investigate.

Definition of types of behavior interventions procedures used and timelines when applicable:

- Verbal redirection – correcting inappropriate behavior including limit setting.
- Prompted relaxation – Suggesting the child take some time alone and utilize relaxation techniques. Limited to 15 minutes during school and evening programming.
- Time out – A time out shall be granted upon request and used to take time to calm down and think about your behavior and decision making. Any time a child's behavior is escalating and they have not asked for a time out, staff will direct

them to take a time out in order to process their feelings and prevent acting out. Time outs shall last no longer than 15 minutes without being re-evaluated by staff and shall take place in the room instructed by staff to ensure safety.

- Loss of free time – This area intervention lasts for a day but can increase up to 7 days consecutively. Youth will be expected to be involved in constructive activities. If a resident does not have something to do, staff will provide an assignment or chore detail to complete.
- Loss of quiet time – This area intervention can be restricted day to day but can increase up to 14 days consecutively. The resident will be required to spend this time at the dining room table or in the classroom working on something constructive. If a resident does not have something to do, staff will provide an assignment or chore detail to complete.
- Assigned Study Time – Child will be required to spend an assigned amount of time (up to 1.5 hrs) at the dining room table doing homework assignments and/or programming before receiving free time.
- Study Time/Free Time - This portion of programming begins directly after evening programming ends (appx. 7:30 pm). At this time the girls must gather all materials needed to complete homework and programming assignments including essays. Items must be completed in this order: homework, programming related assignments, essays and other consequences. After the completion of these items the staff will check them and you will be dismissed from study time so that you may have free time. During free time you may write letters, journal, do make-overs, listen to music, play games or have other privileges as decided by your service plan.
- Early bed/early rise – This is utilized when a child is not following bedtime rules or failing to get out of bed in time to complete all tasks in the morning. The youth will have to go to their room 30 to 60 minutes early and may be required to rise 30 to 60 minutes early. It may last up to 7 days.
- Chore detail – If a child is not properly completing their chores they will be required to “spring clean” their assigned chore area during quiet time or free time. Additional detailing may be assigned when engaging in rule violation or for restitution. When this occurs the resident will be given a specific job and a timeframe for completion. The total amount of time it takes to complete the job shall not exceed two hours.
- Essays – Essays must show accountability and that the child has processed events and what they have learned from the situation, focusing on how they can avoid the same outcome in the future. Essays consisting of blaming others or retelling the story or writing on an unrelated topic will not be accepted. Essays that are not legible shall not be accepted. All essays must be written and not typed. They range from 100 to 1000 words. Two days are allotted to complete the assignment and the youth will not have free time in the evenings until the essay is complete. Essays must be turned in by 9:59pm or they are considered late. A level freeze will be implemented until the essay is completed.
- Research project/report – Residents may be given an educational assignment by staff following an incident of misconduct. The assignment will be in relation to the rule violation and will be of staff’s choosing. Papers must be typed in 12 font, Times New Roman, and may not exceed 5 pages if double spaced and 3 pages if single spaced. At least 2 sources must be cited at the end of the project. Visual aids may be required. The assignment must be completed within 7 days unless otherwise specified by the assigning staff member.
- Loss of community activity – The weekly activity is lost as a result of unacceptable behavior. It is evaluated on a weekly basis. This may also be used when a resident is being disruptive during an in house activity, off grounds activity or community service and the disruption distracts others from the task at hand. In this case the restriction cannot continue beyond the duration of the activity.
- Table restriction – It is assigned in half of day increments with the first being from 8 am to 3 pm, excluding meals, and the second from 3pm to bedtime, excluding meals. The youth is required to complete all programming components at the dining room table. Each hour a 5 to 10 minute break will be given. Table restriction shall be evaluated at the end of each increment.
- Restriction of level privileges - May be reduced to level one, two, or three. It is progressive in regard to length of time. It starts with one day and can continue up to one week. May include loss of a special event in the facility or off grounds trip.
- Level freeze – When a child is not progressing through the program and their behavior is not severe enough to evaluate their level, they will be frozen. They are unable to progress until they begin to make improvement in their treatment. The privileges are frozen according to that level but if poor behavior continues all privileges will be suspended. A level freeze

may also be used while and investigation is conducted into the resident behavior or an incident. Upon concluding the investigation the resident will be held accountable for their poor choices. If it is determined that the youth did nothing inappropriate then they will be given credit for the days they would have earned while on freeze.

- Level evaluation – Levels are evaluated every day and it is determined if the youth should progress a day toward the next level. The most common reason a level will be evaluated is if the youth has not met all the requirements of that level in order to progress to the next. Severe behaviors such as continuous unruly behavior or failure to take an active role in their treatment plan as defined by their individualized service plan will lead to a reduction of their level.
- Restitution – The resident shall be given a set number of hours of chore detail or community service in order to compensate for theft, damage or destruction of property. When a dollar amount can be established a resident performing restitution will be given credit for a half an hour for every dollar of the cost of the item. Ex. \$10 item = no more than 5 hours of detail.
- Interventions designated by the Child's Service Plan – Each resident shall have a service plan outlining the goals of placement, the interventions used to target the youth's behavioral problems, and the child's behavioral history. When approved by the LPCC, service plans may cite specific interventions in order to ensure safety of the child, the facility and all parties present.
- Removal from the Program – May occur for violations of the law or facility rules that jeopardize the safety and security of the residents, staff, visitor, facility or the community. Removal may also occur for continued lack of progress toward the service plan goals of treatment, for chronic misconduct, or inappropriate behavior.
- Physical Restraint- Physical restraint may be used by child care staff only, (1) For self-protection (2) For protection of the child from imminent danger (3) To protect another person from the child. BHJD uses Safe Crisis Management - Emergency Safety Physical Intervention's when physical restraint is required.

CHILDREN'S RIGHTS

- (1) The right to enjoy freedom of thought, conscience, and religion or to abstain from the practice of religion.
- (2) The right to reasonable enjoyment of privacy.
- (3) The right to have his or her opinions heard and be included, to the greatest extent possible, when any decisions are being made affecting his life.
- (4) The right to receive appropriate and reasonable adult guidance, support, and supervision.
- (5) The right to be free from physical abuse and inhumane treatment.
- (6) The right to be protected from all forms of sexual exploitation.
- (7) The right to receive adequate and appropriate medical care.
- (8) The right to receive adequate and appropriate food, clothing, and housing.
- (9) The right to his own money and personal property in accordance with the child's service or case plan.
- (10) The right to live in clean, safe surroundings.
- (11) The right to participate in an appropriate educational program.
- (12) The right to communicate with family, friends and "significant others" from whom he is living apart, in accordance with the child's service or case plan.
- (13) The right to be taught to fulfill appropriate responsibilities to himself and to others.

COMPLAINT PROCEDURE

Should a child or a family member of a child believe that one of the rights listed above have been violated, they are encouraged to complete a youth grievance form and register a complaint. Every attempt will be made to resolve the matter within thirty calendar days of filing the complaint. A child or family member is not required to transmit a complaint through the staff member who is the subject of the complaint. Grievance forms are located next to the Program Administrator's office. These are the steps you may take to file a grievance:

- Write down the problem in detail, filling out the form completely.
- Give the form to any staff member you feel comfortable with, Supervisor, Program Administrator, or Executive Director. A family member may mail the complaint to the GSP (45232 National Road, St. Clairsville, Oh 43950) or give it to any of the above people.

If the supervisor is the person that you are filing the complaint on then label the form addressing it to the program administrator. If the program administrator is the person you feel has violated your rights then address it to the executive director. Any unresolved

complaint is reviewed by the administrator of the facility within thirty calendar days of the filing of the complaint. Should the issue not be addressed within 30 calendar days, a written explanation of the reason why the complaint has not been resolved within thirty days will be placed in the child's record. A written report of each complaint and the resolution will be placed in the child's record. At no time will a staff or another child retaliate against the person filing the complaint.

REPORTING ABUSE AND NEGLECT

There are also times when a resident may feel that their rights have been violated or have been treated inappropriately by someone other than a staff member. If a parent or child discloses that information to us, we are required both ethically and by law to inform local law enforcement and PCSA (children's services). Once again, it is our responsibility as mandated reporters to assist the parent or child by ensuring their safety and contacting the necessary people to help them; it is their responsibility to be honest in reporting information.

PROGRAMMING COMPONENTS FOR GENDER SPECIFIC PROGRAMMING

Studies show that effective gender specific programs include the following components: Space that is physically and emotionally safe, Opportunities for girls to develop relationships of trust and interdependence with other women already present in their lives, Involvement with Schools, Mentors who share experiences that resonate with the realities of girls lives and who exemplify survival and growth, Education about women's health, Opportunities to create positive changes to benefit girls on an individual level, in their relationships, and within the community. In addition to these components we also provide the knowledge and guidance to enhance their ability to live independently. A full outline of the weekly programmatic schedule is described below.

CHORES

Developing basic living skills is an essential part of the program. In addition to the responsibility of maintaining the cleanliness of their room, daily and weekly house cleaning chores are assigned by the youth advocates. Satisfactory completion of chores is expected. Chores will not be considered to be completed until they are checked and approved by staff. Cleaning supplies need to be returned to their designated area after use. Failure to complete assigned chores, or lack of effort in completing chores, can earn the resident various forms of consequences.

- Chores are done after breakfast, lunch and dinner.
- The chore assignments rotate daily and are drawn at random.
- Each girl is assigned to a different room or area to care for including the kitchen, bathrooms, living room, dining room, laundry room and classroom, trash and recycling.

BIRTHDAYS AND GRADUATIONS

When a child has a birthday while in placement a party is given that includes a cake and ice cream, unless the child prefers chips and pop, and a birthday card and gift. Their peers are permitted to give gifts and are encouraged to make cards. The GSP spends \$20 on each child. The party takes place during free time. The same procedure is followed for graduation parties, including "graduating" from the program.

MAJOR HOLIDAYS

During holidays the following schedule shall be adhered to:

9am	wake, breakfast, meds, shower
10:30	free time
11:30	lunch and chores
12:30	activity to be determined such as riddles, crosswords, crafts
3pm	quiet time and free phone calls
4:30	dinner and chores
6pm	movie
8pm	free time, showers & meds
8:30	bedtime schedule begins

2 HOUR DELAYS & CANCELLATIONS

*GSP residents are considered to be students of St. Clairsville Public Schools and operate according to their school year schedule. When St. Clairsville has a 2 hour delay, our classes will not be affected. When St. Clairsville cancels, we will operate on a 2 hour delay.

PLEASE SEE LAST PAGE FOR FULL SCHEDULE. AN OUTLINE OF EACH PORTION IS DESCRIBED BELOW.

Quiet Time

This is considered our “down time” giving the girls time to regroup and catch up on unfinished work. Girls are to be in their rooms, reading, writing, talking quietly, or napping if they have all tasks completed. Guidelines are as follows:

- You should use the restroom before quiet time begins.
- No food or drink is permitted in your room, except water.
- If you need to use a computer you must ask the afternoon staff on duty. Do not get permission from day staff member who is finished with their shift.
- You are not permitted to listen to the stereo or watch TV during this time. The only exception is if you need to watch videos for programming.

Free Time

This part of the schedule takes place directly after evening programming subjects are completed (approximately 7:30). Items must be completed in this order before earning free time: homework, programming, consequences. After completion of each of the three requirements staff must check them before you are permitted to move on to the next task. After completing all items you will be dismissed from study time so that you may have free time.

Free time occurs after study time is complete and is earned within the confines of the program’s rules and regulations, particularly the level system. Once you earn your way up through the level system, you will be able to enjoy more spare time. Showers must be finished during this time.

Goals Group

The girls, with assistance from staff, the teacher and the therapist, set individual goals to accomplish on a weekly basis. There are 3 sections on each goals grading sheet – school, GSP programming, and individual. Each child also has an individualized service plan stating goals to accomplish during her placement. When goals on the ISP are something that can be worked on daily, these goals are also added to the individual section of the grading sheet and are evaluated in goals group. Goals group occurs once a week and the goals are reviewed and revised to aid in continued growth in the program. Peers are encouraged to offer feedback. The youth earn rewards based on how well they score on their goals, including goal “money” and an activity in the community.

Life Skills

Focuses on preparing the girl’s for life in “the real world” by creating a budget, filling out applications, doing mock interviews, lessons on proper cleaning, information about colleges and financial aid, income taxes, cooking and meal preparation, and first aid and self-defense.

Substance Abuse Education

All residents are required to participate in a group occurring once a week in which services are provided by Drug and Alcohol Counselor from Crossroads. Girls dealing with addiction are encouraged to attend AA/NA meetings weekly and to choose a sponsor. Ala-non and Ala-teen meetings are available for children whose parents or guardians are struggling with addiction.

Religious Participation

We provide scheduled opportunities to engage in religious worship. This area is optional. A child will be encouraged to participate in religious activities; however will not be coerced to do so. On Sunday morning’s residents have the option of attending morning church services at the non denominational Real Life Church. Also once a week, volunteers from the community come in to lead a spirituality group. If a resident chooses not to participate, she will not be consequence. She goes to her room for quiet time and can work on any assignments or just relax, however, is not permitted to sleep. If a youth has essays or programming to complete the staff may require them to do so during this time. Each child had the right to practice their own religious beliefs. Should the child wish to attend a service different from those provided we will in consultation with the parent or guardian make available any necessities requested by any parties involved to accommodate their choice of faith.

Community Activity

Activity eligibility is based on the grade earned in goals group as well as level status. Earning an A, B or C on goals earns the weekly activity. Typical activities include going to the movies, dining out, bowling, and seasonal events such as swimming, haunted houses, tree lightings. Activities vary from week to week. While on activity the youth have the opportunity to shop and spend their goal money.

Self Esteem/Personal Growth

GSP staff will conduct a weekly group called Taking Active Charge Of Your Life using the "Everything Self-Esteem" book and various motivational and skill building activities. Subject matter includes topics such as: setting and achieving personal goals, assertiveness versus aggressiveness, positive self talk, and values development. An outside group leader conducts a weekly meeting in which girls are assisted in working out internal and external conflicts and build positive coping skills which contribute to an increase in self-worth.

Women's Health

This group is to educate and promote healthy living. Topics include: abstinence, Sexually Transmitted Disease education and prevention, nutrition, proper hygiene, and women's health concerns such as Breast Cancer and Endometriosis.

Character Values/Resiliency

Helps girl look at their behavior to see how the choices they make have negative or positive consequences designed to build on girl's strengths and develop resiliency as they face the inevitable challenges of their teenage years.

Theme of the Month

Each month a different topic is chosen that is pertinent to the issues surrounding the group. Some subject matter are as follows: domestic violence and familial patterns of behavior, driving safety, dangers of drugs and alcohol, coping skills and tactics and abstinence. At the end of the month a guest who specializes in the subject is invited to speak. If a speaker is unavailable, the girls engage in an activity.

Movie with a Message

Each week the group watches a movie with an uplifting or positive message. Staff will lead a discussion after the film to reinforce the message it was trying to convey.

Library

Once a week the group will go to the local library to get resources for school reports, programming assignments and for personal reading.

Community Speakers & Tours

Twice a month a guest is invited to speak to the girls about various topics and life experiences. These guests are often women who have overcome great obstacles in their personal or professional lives. Representatives from local agencies and businesses come to educate the girls about local resources that are available to them. The girls are encouraged to ask questions and be polite.

During the weeks when a speaker is not scheduled the girls are given the opportunity to tour local areas of significance. Some tours include local colleges, possible employment areas, local TV stations and newspaper, parks, recycling centers and historical sites.

Community Service

Community service is a program component that is required as indicated on the service plans. At least once a week the girls are required to volunteer at a local nursing home, to pack food baskets for families in need, Adopt-A-Highway project, outside beautification projects, or make quilts for terminally ill children. This area teaches responsibility as well as giving them the feeling of being an active member of the community and brightening someone's day.

Problem Solving/Cognitive Behavioral Therapy

The girls learn to involve identifying distorted thinking, modifying beliefs, relating to others in different ways, and changing behaviors.

Relationship Skills/Emotional Intelligence

Emotional intelligence is the ability to recognize one's own and other people's emotions, to label them appropriately, and to use emotional information to guide thinking and behavior. Mastering these skills will assist the girls in maintaining and repairing relationships with those they value.